

MEETING NOTICE

TO: Budget, Finance & Investment Committee
FROM: Joyce Ealy, Chairman
TIME: Thursday, February 10, 2011 – 5:30 P.M.
PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Annual Report of Fixed Assets
5. Insurance Report
6. General Fund Budget Amendments
 - A. County Clerk
 - B. Sheriff's Department (3)
 - C. Pet Adoption & Welfare Services
 - D. Information Technology
 - E. Legal Services
 - F. Employee Insurance
7. Ambulance Service Budget Amendments
8. Solid Waste/Sanitation Fund Budget Amendment
9. Highway Fund Budget Amendment
10. Approve Increase to Petty Cash for Rutherford County Teacher Centers
11. General Purpose School Fund Budget Amendments
12. Education Capital Projects Fund Budget Amendment
13. Comm. Jeff Jordan, Chairman Health & Education Committee Regarding Eagleville School
14. Recommendation from February 2010 Health & Education Committee Endorsing Phase One of the Eagleville High School Addition Including Classrooms, the Auditorium and Renovation of the Cafeteria for an Approximate Cost of \$5.3 Million
15. Recommendation from Health & Education Committee Authorizing Funding for the Construction of Stewarts Creek High School and to include the Smyrna/La Vergne Bleacher Project in the Bid Process as an Alternate Bid
16. General Debt Service Fund Budget Amendments
17. General Capital Projects Fund Budget Amendments
18. Discussion Regarding Establishing an Audit Committee
19. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the January 6, 2011 Budget Committee Meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will be presenting the Fund Condition Report for the month ending January 31, 2011.
4. The Inventory Control Supervisor will be presenting the Annual Report of Fixed Assets.
5. The Insurance Director will present the monthly Insurance Financial Reports.
6. General Fund Budget Amendments:

- A. The County Clerk will be requesting approval of the following budget amendment transferring remaining monies from the Uniform Account and the Communications Equipment Account, which were utilized by the Wheel Tax Officer, to cover a small shortage in the Data Processing Equipment Account:

From:	101-52500-451 – Uniforms -	\$	247
	101-52500-708 – Communications Equipment -		141
To:	101-52500-709 – Data Processing Equipment -	\$	388

- B. The Sheriff's Department will be requesting approval of the following budget amendments to provide additional funding for the Sheriff's Department budget for In-Service Training, Office Supplies, Uniforms for officers, Other Supplies & Materials; Motor Vehicles; and additional funding for the Jail budget for Maintenance & Repair of the Building, Extradition, Prisoner's Clothing, and Other Supplies & Materials. There is sufficient funding in the Sheriff's overtime line item to cover these additional appropriations:

From:	101-54110-187 – Overtime Pay -	\$142,570
	101-54110-201 – Social Security -	8,840
	101-54110-204 – State Retirement -	18,020
	101-54110-212 – Employer Medicare -	2,070

To Sheriff's Dept.:

101-54110-196 – In-Service Training -	\$	25,000
101-54110-435 – Office Supplies -		10,000
101-54110-451 – Uniforms -		25,000
101-54110-499 – Other Supplies/Materials -		5,000
101-54110-718 – Motor Vehicles -		9,000

To Jail:

101-54210-335 – Maint./Repair Building -	\$	75,000
101-54210-354 – Transport. Other Than Students -		10,000
101-54210-441 – Prisoner's Clothing -		10,000
101-54210-499 – Other Supplies/Materials -		2,500

The Sheriff's Department will also be requesting approval of the following budget amendments to provide funding for the remainder of the year for Jail salaries and wages for jail personnel. The shortage is due to paying out annual leave for employee who left the department. Funding is currently available in the Sheriff's Department salaries and wages. The Sheriff will also be requesting additional funding for Overtime Pay for the jail using personnel funds already within the existing jail budget:

From Sheriff's Department:

101-54110-189 – Other Salaries/Wages -	\$	37,000
101-54110-201 – Social Security -		2,294

Explanation of Agenda Items (cont'd)

101-54110-204 – State Retirement -	4,677
101-54110-209 – Disability Insurance -	81
101-54110-212 – Employer Medicare -	537

To Jail:

101-54210-189 – Other Salaries/Wages -	\$ 37,000
101-54210-201 – Social Security -	2,294
101-54210-204 – State Retirement -	4,677
101-54210-209 – Disability Insurance -	81
101-54210-212 – Employer Medicare -	537

From: 101-54210-167 – Maintenance Personnel -	\$ 4,000
101-54210-186 – Longevity Pay -	1,175

To: 101-54210-187 – Overtime Pay -	\$ 5,175
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- C. The County Mayor will be requesting approval of the following budget amendment to provide sufficient funding to pay the accumulated leave for the PAWS Director, who has left employment, and to provide funding for the new director to begin on February 22, 2011. Money is available in Account 189, because the veterinarian has not been hired:

From: 101-55120-189 – Other Salaries/Wages -	\$ 7,385
To: 101-55120-101 – County Official/Admin. -	\$ 7,385

- D. The Finance Director will be requesting approval of the following budget amendment to provide funding to allow 300 new users, the purchase of time clocks to use with a card system, along with additional programming costs associated with the uniqueness of the Sheriff's Department and Jail. Once the Sheriff's Department and Jail are complete, it will be easy to add Juvenile Detention and the Correctional Work Center employees to the system:

From: 101-39000 – Unassigned Fund Balance -	\$ 30,000
To: 101-52600-709 – Data Processing Equipment -	\$ 30,000

- E. The County Mayor will be requesting approval of the following budget amendment to provide additional funding to pay outside legal services and legal services for the County Attorney that are above the contracted amount:

From: 101-39000 – Unassigned Fund Balance -	\$ 100,000
To: 101-58900-331 – Miscellaneous/Legal Services -	\$ 50,000
101-51400-331 – County Attorney/Legal Services -	50,000

- F. The Finance Director will be requesting approval of several budget amendments to provide additional funding for the Employee & Dependent Insurance for several departments based on the actual participation in the Health Insurance Plan and changes due to open enrollment that went into effect January 1.

7. Ambulance Service Fund Budget Amendments:

The Ambulance Service Director will be requesting approval of the following budget amendment to recognize a \$20,000 contribution from the Emergency Communications District to be used for training dispatchers. The funds are designated to pay for classes and to pay for overtime or PRN coverage while personnel attend these classes:

Increase Revenue: 118-48130 – Contributions -	\$ 20,000
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Explanation of Agenda Items (cont'd)

Increase Expend.:	118-55130-196 – In-Service Training -	\$ 11,032
	118-55130-169 – Part Time Personnel -	8,330
	118-55130-201 – Social Security -	517
	118-55130-212 – Employer Medicare -	121

The Ambulance Service Director will also be requesting approval of the following budget amendment to recognize additional revenue that will be received from the third party billing contractor, and to appropriate the additional revenue to pay the fee for the billing services:

Increase Revenue:	118-43120 – Patient Charges -	\$100,000
Increase Expend.:	118-55130-399, Other Contracted Svc. -	\$100,000

8. Solid Waste/Sanitation Fund Budget Amendment:

The Solid Waste Director will be requesting approval of the following budget amendment to provide funding to purchase a truck:

Increase Revenue:	116-44145 – Sale of Recycled Materials -	\$121,000
Increase Expend.:	116-55732-718 – Motor Vehicles-	\$121,000

9. Highway Fund Budget Amendment:

The Highway Superintendent will be requesting approval of the following budget amendment to provide funding to comply with the maintenance of effort required by the State of Tennessee:

Increase Revenue:	131-40280 – Mineral Severance Tax -	\$330,000
Increase:	131-34750 – Assigned for Highway/Public Works -	\$330,000

10. The Director of Schools will be requesting to approve Petty Cash (Cash on Hand) amounts at the Rutherford County Teacher Centers from \$50.00 per secretary to \$100.00 per secretary for a total Petty Cash (Cash on Hand) of \$300.00.

11. The Director of Schools will be requesting approval to amend \$1,218,290 to Account 46511, Basic Education Program from Account 46512, BEP-ARRA; to amend \$36,987 in Account 43990, Other Charges for Services, for the related clerical and custodial pay and benefits for Campus School; to amend \$199,912 to Account 47590, Other Federal through State, for instructional materials and supplies; to amend \$23,866 to Account 47143, Education of the Handicapped – IDEA, for special education related expenditures; and to amend \$36,215 to Account 47145, Special Education – Preschool Grants, for special education related expenditures.

The Director of Schools will be requesting approval of budget amendments to amend \$220,891 in already budgeted certified and classified salaries and the related benefits to other certified and classified lines in order to fund the two percent bonus approved by the Board and the REA for the administrative and system-wide staff that need to be funded through the General Purpose School budget instead of the Education Jobs Fund Grant.

12. The Director of Schools will be requesting approval of budget amendments for the Education Capital Projects Fund to amend \$797,150 from fund balance for prior year projects and to amend \$68,000 from Contracted Services to other line items.

13. As Chairman of the Health & Education Committee, Comm. Jeff Jordan has asked to address the committee regarding the additions and renovations of Eagleville High School.

Explanation of Agenda Items (cont'd)

14. At the February 2010 Health & Education Committee the following motion was approved unanimously, "That the Health & Education Committee endorses Phase One of the Eagleville High School addition including classrooms, the auditorium and renovation of the cafeteria at a cost of approximately \$5.3 Million and forward to the Budget Committee for funding when the County goes to the bond market approximately April, 2011."
15. At the January 25, 2011 Health & Education Committee meeting, the committee unanimously approved a motion to proceed with the Stewarts Creek High School Project at a cost of \$49,976,500 and to include the Smyrna/La Vergne bleacher project in the bid process as an alternate bid.

16. General Debt Service Fund Budget Amendments:

The Finance Director will be requesting approval of the following budget amendment to recognize the revenue and related expenditures from the \$9.6 Million refunding capital outlay note debt. The prior interest rate of 2.7% was replaced with a rate of 1.65%. \$400,000 was previously budgeted to pay toward the note:

Increase Revenue:	151-49400 – Refunding Debt Issued -	\$9,600,000
From:	151-51900-606 – Other Gen Administration -	\$ 14,900
General Gov't.		
Increase Expend.:	151-82110-602 – Principal on Notes -	\$1,440,000
	151-82310-606 – Other Debt Issuance Charges -	2,235
Education		
Increase Expend.:	151-82130-602 – Principal on Notes -	\$8,160,000
	151-82330-606 – Other Debt Issuance Charges-	12,665

The Finance Director will be requesting approval of the following budget amendment to recognize the revenue and related expenditures from the \$45,475,000 refunding bonds. This prior debt has been replaced with \$41,875,000 of refunded debt. The true interest cost of this refunded debt is 2.0374%. The result of this refunding provides the county with \$4,160,604 of savings for debt service payments:

Increase Revenue:	151-49400 – Refunding Debt Issued -	\$41,875,000
	151-49410 – Premiums on Debt Sold -	4,286,846
General Gov't.		
Increase Expend.:	151-82310-605 – Underwriter's Discount -	\$ 28,559
	151-82310-606 – Other Debt Issuance Charges -	48,050
Education		
Increase Expend.:	151-82330-605 – Underwriter's Discount -	\$ 63,566
	151-82330-606 – Other Debt Issuance Charges -	106,950
Payments to Refunded Debt Escrow Agent:		
Increase Expend.:	151-99300-699 – Other Debt Service -	\$45,914,721

17. General Capital Projects Fund Budget Amendments:

The County Mayor will be requesting approval of the following General Capital Projects Fund Budget amendments to provide funding to begin a project for jail remediation to repair the building's brick façade. Initially the funds will be used to pay for engineering and architect services.

Explanation of Agenda Items (cont'd)

The second part of this amendment provides funding to continue the project for the expansion of the jail facility to provide additional office space. \$78,778 was initially transferred from the General Fund to the Capital Project Fund in August, 2008 to pay for consulting services. After the first part was complete, a balance of \$8,651 was transferred from the Law Enforcement addition project to the Smyrna Clerk Building to provide additional funding to complete that project. The Smyrna Clerk Building project is now complete and there is \$4,005 available to be transferred back to the Law Enforcement Addition.

The Manchester Ambulance Project is now complete and there is available funding of \$10,882 left in this project. The Kittrell VFD is now complete; however, expenses were \$551 over the monies provided. This amendment provides the additional funding from the Ambulance Project to the Kittrell VFD project, and the remaining funds left in the Ambulance Project will be transferred back to the General Fund.

From: Project Manager Project -	(\$75,000)
County Clerk Smyrna Building -	(4,005)
Manchester Ambulance Project -	(10,882)
To: Jail Remediation Project -	\$25,000
Law Enforcement Addition Project -	54,005
Kittrell VFD Project -	551

Transfer to General Fund – 101-49800 – Transfers In -	\$10,331
Increase Unassigned Fund Balance – 101-39000 -	\$10,331

18. The Finance Director will be presenting information for discussion regarding establishing an Audit Committee.
19. Other Business